



CHARITY  
VILLAGE

## Boards That Work

### MODULE ONE — INTRODUCTION

- Course navigation
- Course guide
- Explanation of course resources
- Course objectives
- Welcome on board
- **Resource: Definitions**
- Why have a board, anyway? (3 screens)
- **Resource: Profit vs. nonprofit boards**
- Quiz
- Your board acts as a unit
- Quiz
- Review module one

### MODULE TWO — 8 KEY BOARD RESPONSIBILITIES

- Introduction to module two
- Hire, fire and guide the executive director (3 screens)
- Quiz
- Provide strategic direction
- Quiz
- Develop policy
- Quiz
- Budget and finance
- Financial policies
- **Resource: Financial policies**
- Budget planning and monitoring
- Quiz

- Audit
- **Resource: Smart board members' questions about finance**
- Quiz
- Fundraising (3 screens)
- **Resource: Board's role in fundraising**
- Quiz
- Board manages itself (3 screens)
- **Resource: Board orientation manual**
- Board manages itself (2 screens)
- Quiz
- Human resources
- **Resource: Board's role in human resources**
- Audit and quality control
- Quiz
- Review module two

### MODULE THREE - BOARD/STAFF RELATIONSHIP

- Introduction to module three
- Board and the executive director (4 screens)
- **Resource: Governance and support model**
- Quiz (x4)
- Review module three

### MODULE FOUR - ISSUES REQUIRING SPECIAL BOARD ATTENTION

- Introduction to module four
- Confidentiality
- Quiz
- Conflict of interest (2 screens)
- **Resource: Preventing conflicts of interest**
- Quiz
- Ethics
- **Resource: Ethical dilemmas**
- Legal
- Risk management and liability

- **Resource: Mitigating liability**

- Quiz
- Review module four

## **MODULE FIVE — COMMITTEES AND TASK FORCES**

- Introduction to module five
- How committees work
- Who sits on your committees
- Committee work should be meaningful
- **Resource: Committee terms of reference**
- **Resource: Typical board committees**
- Review module five

## **MODULE SIX — EFFECTIVE BOARD MEETINGS AND EFFECTIVE BOARD MEMBERS**

- Introduction to module six
- Preparing for board meetings (2 screens)
- **Resource: Board meeting checklist**
- Quiz
- Conducting effective meetings
- **Resource: Conducting effective meetings**
- **Resource: Board makeover case study**
- Quiz
- Hints for being an effective board member
- Review module six
- Additional references
- Wrap up

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